



**POLICY AND PROCEDURE  
MONTGOMERY COUNTY  
FIRE AND RESCUE SERVICE**

23-07AMII

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**3/1/07**

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**DRIVER CERTIFICATION PROCEDURE**

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**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY**

**DRIVER CERTIFICATION PROCEDURE**

Issued by: Fire Chief

Policy No. 23-07AMII

Authority: Montgomery County Code Section 21-2(d.)(4.)

Supersedes: *Emergency Vehicle Driving/Operator Certification Policy No.23-07AM*

Effective Date: March 1, 2007

Section 1. **Purpose:** To provide comprehensive driver/operator certification and re-certification procedures and requirements for Montgomery County Fire and Rescue Service (MCFRS) drivers/operators of fire and rescue emergency and non-emergency vehicles.

Section 2. **Applicability.** This policy applies to all personnel who intend to drive/operate fire and rescue emergency and non-emergency response vehicles for the Montgomery County Fire and Rescue Service.

Section 3. **Definitions.**

- a. **Aerial Operators Course.** A course delivered at the Montgomery County Fire and Rescue Training Academy (MCFRTA) that provides training and instruction in basic aerial ladder truck operations, or the equivalent.
- b. **Apparatus Section Chief.** An MCFRS Assistant Chief who is appointed by the Fire Chief to manage the design, acquisition, inspection, maintenance, and repair of MCFRS apparatus.
- c. **Breed of Apparatus.** Fire/rescue apparatus that perform the same function, using vehicles that have significantly different operating and design characteristics because they were produced by different manufacturers.
- d. **Certification/Certified.** Achievement of status indicating that an individual has successfully completed the driver training process that qualifies MCFRS personnel to drive/operate specific makes, models, and types of apparatus.
- e. **Certified Drivers List.** A database record maintained by the Safety Section Chief listing the names of MCFRS career personnel and Division of Volunteer Services (DVS) volunteer personnel who are certified as MCFRS drivers/operators, indicating the specific vehicle type(s) and unit(s) they are certified to drive/operate.



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- f. **Class A/Class B Vehicle Driver Course.** A training course delivered at the MCFRTA providing instruction in the operation and driving of heavy apparatus.
- g. **Driver/Operator.** An MCFRS individual who has successfully completed the training and certification requirements, and is therefore eligible to drive and operate specific types of fire and rescue service apparatus.
- h. **Driver/Operator Candidate.** An MCFRS individual who is at least 19 years old for EMS units, and 20 years old for other apparatus, and who has applied to their MCFRS career shift captain, or Local Fire and Rescue Department (LFRD) Chief or designee, to begin the driver training program.
- i. **Driver/Operator Trainee.** An MCFRS individual who is in the process of completing the driver training and certification requirements.
- j. **Driver/Operator Training Competencies.** A list of training requirements a MCFRS driver/operator must have successfully completed for each type of apparatus operated in the MCFRS.
- k. **Driver/Operator of Staff/Utility Vehicles (Non-emergency).** MCFRS personnel who are permitted to operate an MCFRS staff or utility vehicle under 10,001 lbs. gross vehicle weight (GVW), in a non-emergency mode, with the approval of the Fire Chief or the LFRD Chief.
- l. **Driver Training Preceptor/Mentor.** A Firefighter II or higher in rank, who has at least two years of driving experience, may be assigned to oversee a driver trainee's operation of heavy and medium-duty rated fire/rescue apparatus. An EMS Provider II or higher rank who has at least 2 years of driving experience may be assigned to oversee a driver trainee's operation of an EMS unit.
- m. **Emergency Service Apparatus.** Vehicles including, but not limited to: command units, engines, rescue engines, trucks/towers, rescue trucks, EMS units, rescue squads, brush trucks, and tankers, specifically designed to serve the functions and requirements necessary to deliver firefighting, rescue, and emergency medical services equipment and personnel to emergency incidents.
- n. **Emergency Vehicle Operators Course (EVOC).** A training certification course delivered at the MCFRTA providing personnel training in emergency vehicle operations.



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- o. **Exam (Practical).** A practical demonstration requiring a driver/operator to show skills and abilities that meet the most recently published NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and current MCFRS driver/operator training competencies.
- p. **Exam (Written).** Test requiring a driver/operator to show knowledge, skills, and abilities that meet the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and MCFRS driver/operator training competencies.
- q. **Familiarization Check-out.** An in-station documented demonstration of an incumbent driver/operator's operational skills used to certify that individual on fire apparatus that is the same type or breed as, but of a different manufacturer, from the one the incumbent was previously certified to drive/operate.
- r. **Integrated Emergency Command Structure (IECS)-Certified.** Achievement of status indicating that an individual has successfully completed mandatory training and service requirements, and is therefore certified to participate in the MCFRS chain of command at a specific rank.
- s. **Knowledge of Response Area Test.** A written test demonstrating a driver/operator's knowledge of the station's geographic area to which they are assigned. This test may include familiarity with geographic characteristics, transportation infrastructure, and specific hazards and target zones that would facilitate a unit's safe and timely arrival on the emergency scene.
- t. **MCFRS Driver Training Coordinator.** The MCFRS career captain assigned to the MCFRTA who is responsible for coordinating a comprehensive driver training, testing, and certification program.
- u. **MCFRS Training Officer.** The MCFRS career Assistant Fire/Rescue Chief assigned to the MCFRTA who is responsible for the development and delivery of firefighting, rescue, emergency medical services, and related training.
- v. **Montgomery County Fire and Rescue Training Academy (MCFRTA).** The portions of Montgomery County's Public Safety Training Academy building and grounds that are used for MCFRS training activities.
- w. **Performance Operational Checkout.** An apparatus checkout procedure for incumbent drivers who are assigned to drive and operate units that are different in classification type, vehicle operation, and equipment. Examples include: standard transmission v. automatic transmission; midship tower v. rear mount ladder, etc.



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- x. **Personnel.** For purposes of this policy, this definition includes IECS-certified MCFRS providers of firefighting, rescue, and emergency medical services.
- y. **Pumps and Hydraulics Course.** A course providing practical training and instruction in basic pumps and hydraulics, delivered at the MCFRTA.
- z. **Specialty Apparatus/Support Units.** Equipment and vehicles including boat support units, breathing air units, specialty team vehicles, and other types of vehicles not otherwise defined in paragraph bb. of this Section 3.
- aa. **Staff.** Non-IECS certified MCFRS personnel, administrative personnel, or mechanics, who may be required to drive utility and staff vehicles in a non-emergency capacity.
- bb. **Types of Apparatus.** Fire/rescue apparatus that are designed to perform different operational functions, including:
  - 1. **Light-Duty Apparatus.** Vehicles weighing less than 10,000 lbs. GVWR (Gross Vehicle Weight-Rated), including utility and support vehicles.
  - 2. **Medium-Duty Apparatus.** Vehicles weighing between 10,001-26,000 lbs., GVWR, including:
    - A. **EMS Units.** Advanced Life Support (ALS) or Basic Life Support (BLS) Units.
    - B. **Support Units.** Vehicles weighing between 10,000-26,000 lbs., GVWR.
    - C. **Brush Truck.** A four-wheel drive vehicle with a pump, water tank, and hose used primarily to mitigate woods or brush fires.
  - 3. **Heavy- Duty Apparatus.** Vehicles weighing over 26,001 lbs. GVWR., including:
    - A. **Engine.** Apparatus with a permanently-mounted pump that has a rated discharge at least 750 GPM (gallons per minute) or greater; carries hose and water; with water pumping ability that meets or exceeds the current NFPA 1901 *Standard for Automotive Fire Apparatus*.
    - B. **Rescue Engine.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory for a Rescue Engine.



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- C. **Rescue Squad.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory, including lighting, generator, hydraulic tools, thermal imaging device, etc., that fulfills a supporting role in fire attack and patient extrication.
  - D. **Rescue Truck.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory for a Rescue Truck.
  - E. **Tanker.** Apparatus equipped with at least a 750 GPM water pump and a minimum 2000-gallon water tank, used primarily to transport a water supply for firefighting in non-hydranted areas. For purposes of driver training, Engine Tankers are considered Tankers.
  - F. **Truck/Tower.** A straight chassis or tractor-trailer vehicle, with an aerial ladder or elevated platform, that meets or exceeds the current NFPA 1901 *Standard for Automotive Fire Apparatus*.
4. **Utility/Staff Vehicles.** Automobiles, pick-up trucks, sport utility vehicles, vans, or mechanics' vehicles.

**Section 4. Policy Statement.** All MCFRS personnel who **drive/operate** emergency vehicles must have successfully completed a driver training program or driver recertification program, based on the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and the MCFRS **driver/operator training competencies**, before being **certified to drive/operate MCFRS emergency service apparatus**.

- a. All personnel who are currently **certified** as Class A or Class B drivers on specific apparatus units, on the effective date of this Policy, will retain their current **driver/operator** status. Each LFRD Chief must forward a certified list of the currently eligible drivers in that LFRD to the Fire Chief. These individuals will not be required to re-certify as new drivers.
- b. An LFRD Chief or designee may appoint a **Driver Training Preceptor/Mentor** to assist an LFRD driver trainee to successfully complete the requirements of the MCFRS driver certification process. The career station Shift Officer may appoint a **Driver Training Preceptor/Mentor** to assist MCFRS career personnel to successfully complete the requirements of the MCFRS driver certification process.



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- c. A new **driver/operator** who is certifying on different **types of apparatus (Engine, Truck or Rescue Squad)** must successfully complete the requirements in the **certification process for each type of apparatus** for which the individual wishes to qualify as a **driver/operator**.
- d. Effective March 5, 2007, a **driver/operator trainee** will be tested on both driving positions for tractor-drawn **Trucks** (i.e., driving the tractor and tillering the trailer) during the same certification process.
- e. Effective March 5, 2007, before a **driver/operator trainee** can train on a Class B vehicle, they must successfully complete the **MCFRTA Class B Apparatus Driver** training program for Class B vehicles. A six-month transition period will be granted to allow for class completion.
- f. Effective March 5, 2007, before a **driver/operator trainee** can train on a tractor-drawn **Truck**, they must successfully complete the **MCFRTA Class A Apparatus Driver** training program for Class A vehicles. A six-month transition period will be granted to allow for class completion.
- g. The Fire Chief or designee, and appropriate LFRD Chief or designee, must certify that all MCFRS **driver/operator trainees** comply with all applicable provisions of this Policy before becoming **drivers/operators**.

**Section 5.A. Application, Training, and Examination Procedure for New Drivers.**

- a. An LFRD **driver/operator candidate** must submit a request to his/her LFRD Chief or designee, indicating the candidate's desire to become a **driver/operator trainee**. MCFRS career **personnel** must submit a request to their Shift Captain indicating their desire to become a **driver/operator trainee**. Each application will be processed and forwarded to the **MCFRS Driver Training Coordinator** at the **MCFRTA**. Each LFRD may designate its own LFRD Driver Training Coordinator, or it may use the **MCFRS Driver Training Coordinator**.
- b. Regarding career **personnel**, the **MCFRS Driver Training Coordinator** will review the request with the **candidate** and the Shift Captain. The LFRD Chief or designee will ensure that the review process below is met. This review will be completed while career **personnel** are on duty.
  - 1. The **driver/operator candidate** must complete a review of this *Driver Certification Procedure*, Policy No. 23-07AMII.



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2. The **driver/operator candidate** must provide a copy of their current driver's license and driving record for the **MCFRS Driver Training Coordinator's/LFRD's Training Coordinator's** review.
  - A. **Personnel** who have 5-8 points or more on their Maryland driver's license, or the equivalent points/penalty assessed on their valid out-of-state driver's license, will be denied driver training status until they have completed the Maryland Motor Vehicle Administration (MVA) requirement for a mandatory counseling session, or until they have completed the equivalent out-of-state penalty requirement.
  - B. A **driver/operator candidate** who has completed this mandatory requirement, and whose record indicates that they have less than 5-8 MVA points, may be granted driver training status.
3. A prospective **driver/operator candidate** who has been found guilty of an offense listed in Sec. A.- E. below because of their driving record, will be denied driver training status for these offenses. These individuals may re-apply for driver training status one year after the date of conviction.

Traffic offenses occurring in the previous two years:

  - A. conviction of a drug or alcohol-related driving offense;
  - B. refusal to submit to a Blood Alcohol Content test;
  - C. leaving the scene of a collision, as defined by law;
  - D. an at-fault fatal collision; or
  - E. conviction of a felony involving a motor vehicle.
4. A **driver/operator candidate** must be at least 19 years old to **drive/operate** EMS units, and at least 20 years old to **drive/operate heavy duty apparatus**.
5. A **driver/operator trainee** must have a valid and appropriate authorization from the Fire Chief or designee to drive **heavy duty apparatus**, including **Engines, Trucks, and Rescue Squads**, and a valid Class C non-provisional license to drive EMS units.



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6. A **driver training preceptor/mentor** must be assigned to a **driver/operator trainee** by an LFRD Chief or designee, or career Station Shift Officer.
  7. The driver training plan must be developed, and a projected completion date established, by the LFRD Chief or designee, or the career Station Shift Officer.
  8. A **driver/operator trainee** must complete the **Knowledge of Response Area Test** for the **type of apparatus** on which they are certifying, with a passing score of at least 70%, before scheduling the **practical exam**.
  9. If a station has **heavy-duty apparatus**, the **driver/operator trainee** must demonstrate **knowledge of response area** for *each type of apparatus* on which they are certifying.
  10. A **driver/operator trainee** must maintain a current driving log for each vehicle on which they are training. This log will become part of the individual's driver training record, and will be included in their driver training portfolio.
- c. **Personnel** must obtain **EVOC certification** to **drive/operate** any vehicle on an emergency response.
- d. **Personnel** must complete at least three months of MCFRS affiliation before being permitted to operate a **utility/staff vehicle**.
- e. A **driver/operator trainee** must notify the appropriate supervisor or **Driver Training Preceptor/Mentor** when the **driver/operator** is ready to take the **written exam** or the **practical exam**.
1. The **written exam** will be administered at the **MCFRTA**, or at an approved MCFRS training site, by appointment, and at various times, to accommodate all **driver/operator trainees**. Career **personnel** must take the written exam during off-duty hours.
  2. The **practical exam** will be scheduled at the **MCFRTA**, or at another approved MCFRS training site, by appointment, and at various times to accommodate all **driver/operator trainees**. Every attempt will be made to schedule a **practical exam** for a **driver/operator trainee** in a timely manner. The waiting period for a **practical exam** will not normally exceed 30 calendar days. However, due to the shift work cycle, the waiting period may exceed the 30-day goal.





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3. The LFRD Chief may request the Division Chief of Volunteer Services to certify the exam procedures, the **written exam**, **practical drivers test**, and **area knowledge test** in order to administer the test at the LFRD station. The LFRD may elect to use the MCFRTA exam procedures.
4. All **driver/operator candidates** must maintain a current driver training portfolio. On the day their practical exam is scheduled, the **driver/operator trainee** must bring their completed MCFRS driver training portfolio to the **MCFRS Driver Training Coordinator** or LFRD Driver Training Coordinator for review to ensure its completion. The Shift Captain or authorized LFRD representative will complete this review while on-duty with the trainee. Documents in the portfolio must include:
  - A. a current copy of the trainee's MVA driving record;
  - B. a completed driving log;
  - C. a completed **Driver/Operator Training Competencies** checklist;
  - D. a completed and graded **Knowledge of Response Area Test** (excluding **Tankers** and **Brush Trucks**); and
  - E. the Driver Certification Form
- f. The **driver/operator trainee** must notify the appropriate supervisor when they are ready to take a **practical exam**.
- g. MCFRS Divisions and LFRDs that have **specialty apparatus** must provide a certification program for their respective **drivers/operators** on those **breeds of apparatus**. The LFRD Chief must provide a certified driver training program for the LFRD's specialty apparatus for the approval of the Division Chief of Volunteer Services. The **MCFRS Training Officer** must provide a driver certification program for MCFRS **driver/operators** of **specialty apparatus**.
- h. A **driver/operator** who is reassigned to another station is considered to be **certified** only on the **emergency service apparatus** that is similar in **breed of apparatus** to those for which the **driver/operator** has completed the entire **certification** process.
- i. **Personnel** who are detailed to a station must be **certified** on the **breed of apparatus** to which they are assigned to **drive/operate**.



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- j. For the purpose of driver training, **Engine Tankers** are classified as **Tankers**.
- k. **Revocation of Driving Certification.** Personnel must not operate an **emergency service apparatus** if their Maryland driver's license is suspended or revoked, or if their permission to drive in Maryland on a valid out-of-state license is suspended or revoked. Driving certification may also be revoked for cause by the Fire Chief or designee, or by the LFRD Chief or designee, for their respective subordinates. Determination of revocation for cause may be based on:
1. suspension or revocation of a valid motor vehicle operator's license; or
  2. an adverse recommendation from the MCFRS Collision Investigation Team.
- l. **Reinstatement to Certified Drivers List.** An MCFRS driver/operator whose certification has been revoked for cause may be required to repeat any portion of the driver certification process before being reinstated to the **Certified Drivers List**. The Fire Chief or designee, and an LFRD Chief or designee, may determine the appropriate action for their subordinates.

**Section 5.B. Driver/Operator Certification Requirements for Specific Types of Apparatus**

- a. **Utility Vehicles.** As a prerequisite for non-emergency response driving, MCFRS personnel must have completed at least three months of MCFRS affiliation.
1. Personnel who are 18 years old or younger may operate an MCFRS **utility vehicle** weighing 10,001 lbs GVW or less *only* with the approval of the Fire Chief or LFRD Chief.
  2. Personnel who are younger than 18 years old *must not* operate an MCFRS **utility vehicle** in an emergency response mode *at any time*.
- b. **Staff Vehicles.** As prerequisites for non-emergency response driving, personnel must have completed at least three months of MCFRS affiliation.
1. Personnel who are 18 years old or younger may operate an MCFRS **staff vehicle** weighing 10,001 lbs GVW or less *only* with the approval of the Fire Chief or LFRD Chief.



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2. LFRD "Administrative Only" staff (mechanics, Office Services Coordinators, etc.) may operate MCFRS **staff vehicles** *only in non-emergency mode*, with the authorization of the Fire Chief or LFRD Chief.

3. **Personnel** who are younger than 18 years old *must not* operate an MCFRS **staff vehicle** in emergency response mode *at any time*.

c. **EMS Units.** **Personnel** must successfully complete the driver certification process for **EMS units** before certifying on other **emergency service apparatus** (**Engine, Truck, or Rescue Squad**). **Personnel** who are assigned to a station that does not operate an **EMS unit** must arrange to certify on an **EMS unit** before certifying on an **Engine, Truck, Rescue Squad, or Tanker**.

**Prerequisites:**

1. Complete at least six months of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer I or EMS Provider I;
3. Obtain charge status on a BLS unit;
4. Successfully complete the **MCFRTA EVOC** certification course training; and
5. Attain minimum age of 19 years.

**Required Training:**

1. Successfully complete the **written exam** for **EMS unit driver/operator** with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate** an **EMS unit** on a closed cone course, at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete at least six hours of practical driving experience with the **EMS unit** on public roadways;
4. Successfully complete the MCFRS **driver/operator** training competencies for **EMS units**;



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5. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation with a passing score of at least 70%;
6. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;
7. Successfully demonstrate and receive a passing grade on the **driver/operator** skills test on at least five emergency incident responses; and
8. Properly complete the Driver Certification Form.

d. **Brush Trucks.**

**Prerequisites:**

1. Complete at least six months of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
3. Be **certified** as an **EMS unit driver/operator**;
4. Successfully complete the training competencies certification sheet with the LFRD Chief or designee, or MCFRS Captain, and forward the completed documentation to the appropriate **Driver Training Coordinator**. The **Pumps and Hydraulics** course is not required for **Brush Truck driver/operators**.
5. Successfully complete the **MCFRTA EVOC** training certification course.

**Required Training:**

1. Successfully complete the **written exam** for **Brush Truck driver/operator** with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate a Brush Truck** (with a trailer, if applicable) on a closed cone course at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete the MCFRS **driver/operator** training competencies for **Brush Trucks**;



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4. Successfully complete at least one hour of practical driving experience with the **Brush Truck** on public roadways, and one hour of driving off-road in 4-wheel drive mode;
5. Successfully complete the **practical exam** for **Brush Truck driver/operator** with a passing score of at least 70%;
6. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation with a passing score of at least 70%; and
7. Properly complete the Driver Certification Form.

e. **Engines.**

**Prerequisites:**

1. Complete at least two years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;
3. Be **certified** as an **EMS unit driver/operator** for one year;
4. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
5. Successfully complete the **MCFRTA Pumps and Hydraulics** training course;
6. Successfully complete the **MCFRTA EVOC** training certification course;
7. Successfully complete the **MCFRTA Class B Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy duty apparatus**; and
8. Attain minimum age of 20 years.

**Required Training:**

1. Successfully complete the **written exam** for **Engine driver/operator** with a passing score of at least 70%;



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2. Successfully demonstrate the ability to **drive/operate** an **Engine** on a closed cone course, at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete at least twelve hours of practical driving experience with the **Engine** on public roadways;
4. Successfully complete the MCFRS **driver/operator** training competencies for **Engine driver/operator**;
5. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;
6. Successfully complete a **practical exam** for **Engine driver/operator** administered at the **MCFRTA** or at the station, with a passing score of at least 70%;
7. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Properly complete the Driver Certification Form.

f. **Rescue Squads.**

Prerequisites:

1. Complete at least two years of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
3. Obtain charge status on a BLS unit;
4. Obtain certified status as EMS Unit Driver/Operator for one year;
5. Successfully complete MCFRS **driver/operator** training at the station or at the **MCFRTA**;



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6. Successfully complete the **MCFRTA** Rescue Technician/Vehicle Machinery Rescue training course;
7. Successfully complete the **MCFRTA EVOC** training certification course;
8. Successfully complete the **MCFRTA Class B Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy duty apparatus**; and
9. Attain minimum age of 20 years.

**Required Training:**

1. Successfully complete the **written exam** for **Rescue Squad driver/operator** with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate a Rescue Squad** on a closed cone course at the station or at the **MCFRTA**, as provided in the **MCFRS driver/operator training program**;
3. Successfully complete at least twelve hours of practical driving experience with the **Rescue Squad** on public roadways;
4. Successfully complete the **knowledge of response area** exam with a passing score of at least 70%;
5. Successfully complete the **MCFRS driver/operator training** competencies for **Rescue Squad driver/operator**;
6. Successfully complete a **practical exam** for **Rescue Squad driver/operator** with a passing score of at least 70%;
7. Successfully complete the current **NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications** driving evaluation with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Properly complete the Driver Certification Form.



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**g. Trucks/Towers.**

**Prerequisites:**

1. Complete at least two years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;
3. Be **certified** as an **EMS unit driver/operator** for one year;
4. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
5. Successfully complete the **MCFRTA Aerial Operators** training course;
6. Successfully complete the **MCFRTA EVOC** training certification course; and
7. Successfully complete the **MCFRTA Class B Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy duty apparatus**.

**Required Training:**

1. Successfully complete the **written exam** for **Truck/Tower driver/operator** administered at the **MCFRTA** or at an approved MCFRS training site, with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate a Truck/Tower** on a closed cone course at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete at least twelve hours of practical driving experience with the **Truck/Tower** on public roadways.
4. Successfully complete a **practical exam** for **Truck/Tower driver/operator** with a passing score of at least 70%;
5. Successfully complete the MCFRS **driver training** competencies for **Truck/Tower driver/operator**;
6. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;





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7. Successfully complete the current **NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications** driving evaluation with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Properly complete the Driver Certification Form.

h. **Tankers/Engine Tankers.**

**Prerequisites:**

1. Complete at least three years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;
3. Be **certified** as an **EMS unit driver/operator** for two years;
4. Be certified as an **Engine driver/operator** for one year;
5. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
6. Successfully complete the **MCFRTA Pumps and Hydraulics Course**;
7. Successfully complete the **MCFRTA EVOC** training certification course;
8. Successfully complete the **MCFRTA Class B Apparatus Driver** training course, if applicable; and
9. Attain minimum 22 years of age.

**Required Training:**

1. Successfully complete the **written exam** for **Engine driver/operator**, with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate** a **Tanker** on a closed cone course, at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;



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3. Successfully complete at least eight hours of practical driving experience with the **Tanker** on public roadways;
4. Successfully complete a **practical exam** for **Tanker** driver/operator administered at the **MCFRTA** or at an approved MCFRS training site, with a passing score of at least 70%;
5. Successfully complete the MCFRS **driver/operator** training competencies for **Tanker driver/operator**;
6. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation, with a passing score of at least 70%; and
7. Properly complete the Driver Certification Form.

**Section 5. C. Incumbent Driver Training Process.** An MCFRS **driver/operator** must not drive/operate any **type of apparatus** for which that **driver/operator** has not received the appropriate level of training (NFPA 1451 *Fire Service Vehicle Operations Training Program*, Section 4.3.6.1.).

- a. The **Apparatus Section Chief** or designee will maintain and provide a list of MCFRS **apparatus** on which an incumbent driver must train/certify, before that driver may operate that **type or breed of apparatus** in emergency mode.
- b. Each Station Commander and LFRD Chief or designee must maintain a list of **apparatus** training competencies, using the format provided by the **MCFRS Driver Training Coordinator**, specific to each unit assigned to that station. The station officer must have each incumbent driver complete a **familiarization or performance operational checkout** before that driver may operate a unit in emergency mode.

The **familiarization check-out** must include:

1. a daily and pre-trip inspection;
2. reviewing equipment and inventory;
3. placing the unit in pump gear (for **Engines**);
4. placing the unit into operation (for **Aerial Apparatus**);
5. emergency operations;
6. operating all on-board power equipment;
7. leaving the station, using garage door and traffic control devices; and



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8. successfully completing a 10-mile road course in the station's first due area.

The **performance operational check-out** must include:

1. a daily and pre-trip inspection;
2. reviewing equipment and inventory;
3. placing the unit in pump gear (for **Engines**);
4. placing the unit into operation (for **Aerial Apparatus**);
5. emergency operations;
6. operating all on-board power equipment;
7. leaving the station, using garage door and traffic control devices;
8. the cone course competencies course; and
9. successfully completing a minimum of 8 hours driving on public roads.

- c. An incumbent **Class B Aerial Apparatus** operator who has a Class B or out-of-state equivalent license must complete the **MCFRTA Class A Driver** training course for Class A apparatus before training on a tractor-drawn **Truck**.
- d. An incumbent **driver/operator** who is **certified** and is normally assigned to **drive/operate** one specific breed of apparatus (e.g., a *Seagrave Engine*) must complete a **familiarization** or **performance operational check-out** before being authorized to **drive/operate** a different breed of apparatus (e.g., a *Pierce Engine*). Classifications of breeds of apparatus will be provided by the **Apparatus Section Chief** or designee.
- e. To be **certified** on a different breed of apparatus that meets the criteria in Section 5.C.d. above, the **driver/operator** must complete a **familiarization** or **performance operational checkout**, as recommended by the apparatus manufacturer for **drivers/operators** when new apparatus is delivered, or as directed by the **Apparatus Section Chief**, in consultation with the LFRD Chief or designee.
- f. A **driver/operator** must inform the station Officer-in-Charge if they have been assigned to drive a **type of apparatus** that the **driver/operator** has not yet been **trained/certified to drive/operate**.

**Section 5. D. Maintaining Driving Certification**

- a. The MCFRS Safety Section Chief and each LFRD Chief will maintain a list of all **drivers/operators** who are **certified to drive/operate emergency service apparatus**, including the **types and breeds of apparatus** they are **certified to drive/operate**.



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- b. Each MCFRS **driver/operator** must provide immediate written notification to the Fire Chief or designee, through the chain of command, if the **driver/operator's** Maryland driver's license, or valid out-of-state drivers license, has been suspended or revoked, or if the **driver/operator** has five-eight points or more on their Maryland driver's license, or if an equivalent penalty has been assessed against their valid out-of-state license. The **driver/operator** must also provide immediate written notification to the Fire Chief or designee, through the chain of command, if the **driver/operator** is required to report to the Maryland MVA for a mandatory hearing, or if the **driver/operator** has been assessed an equivalent penalty by another state's MVA.
- c. A **driver/operator** who has been found guilty of an offense listed in Section 5.A.b.3. above on their driving record within the previous year will be denied driving status.
- d. All MCFRS **drivers/operators** must successfully complete an annual medical evaluation at FROMS to maintain their driver **certification**.

**Section 5. E. Driver Incident/Collision Required Action.**

- a. An MCFRS **driver/operator** who is involved in a driving-related incident or collision involving an MCFRS vehicle must immediately notify the appropriate supervisor(s).
- b. If a driving-related incident or collision involves severe personal injury or death, the rights and privileges provided to MCFRS members under this Section may be suspended, pending the outcome of a criminal and/or Departmental investigation.

**Section 5.F. Driver Refresher Requirements.** All MCFRS **drivers/operators** must successfully complete an annual driver refresher training program.

**Section 6. Responsibilities.**

- a. The Fire Chief or designee must ensure that **personnel** successfully complete the driver certification process, and demonstrate their **knowledge of the response area** before being **certified as drivers/operators of emergency service apparatus**.
- b. The MCFRS Safety Chief must develop and maintain a **Certified Drivers List** of all MCFRS career **personnel**. Each LFRD Chief or designee must develop and maintain a **Certified Driver's List** for LFRD personnel. These lists must identify all MCFRS personnel who are **certified to drive/operate emergency service apparatus**, including specifying the **types of apparatus** they are **certified to drive/operate**. These lists must be submitted to the MCFRS Safety Chief, as required by the Fire Chief.



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- c. MCFRS Station Commanders and the LFRD Chief or designee must develop a **knowledge of response area exam** for the **emergency service apparatus** assigned to their respective stations. The **knowledge of response area exam** must include fifty questions, with five questions specifically identifying hospital locations for EMS units. The remaining questions must include geographic features, streets, landmarks, buildings, water supply sources, and where appropriate, locations outside the first due area.
- d. The **MCFRS Training Officer** or designee must develop, distribute, and maintain **MCFRTA driver/operator training competencies** for every **type of apparatus** operated in the MCFRS.
- e. All new **drivers/operators** must demonstrate their **knowledge of response area** when certifying on another **type of apparatus** at a different station. The **knowledge of response area exam** must be appropriate for the station to which that **type of apparatus** is assigned.
- f. Each MCFRS **driver/operator** must provide immediate written notification to the Fire Chief or designee, through the chain of command, if the **driver/operator's** Maryland driver's license, or valid out-of-state drivers license, has been suspended or revoked, or if the **driver/operator** has five-eight points or more on their Maryland driver's license, or if an equivalent penalty has been assessed against their valid out-of-state license. The **driver/operator** must also provide immediate written notification to the Fire Chief or designee, through the chain of command, if the **driver/operator** is required to report to the Maryland MVA for a mandatory hearing, or if the **driver/operator** has been assessed an equivalent penalty by another state's MVA.
- g. A **driver/operator** who has been found guilty of an offense listed in Section 5.A.b.3. above on their driving record within the previous year will be denied driving status.
- h. Each **driver/operator trainee** must complete all components of the **driver/operator** training program outlined in Sections 5.A. and 5.B. of this Policy for the **type of apparatus** on which they are certifying.

**Section 7. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies, procedures, and regulations of the Montgomery County Fire and Rescue Service.

**Section 8. Effective date.** This policy is effective on March 1, 2007.



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Approved:

**Original Signature on file**

\_\_\_\_\_  
Thomas W. Carr, Jr., Chief  
Montgomery County Fire and Rescue Service

**2/20/07**

\_\_\_\_\_  
Date



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SAFE EMERGENCY VEHICLE OPERATION

**PURPOSE**

- 1.0 To provide Department of Fire and Rescue Services employees with general driving and safety regulations for operating emergency vehicles.
- 1.1 To reduce injuries and property damage by establishing standard procedures to avoid vehicle collisions.
- 1.2 To incorporate the general driving rules and regulations promulgated by the State of Maryland, DFRS, and Fire & Rescue Commission into a single policy.

**APPLICABILITY**

- 2.0 All DFRS employees in the Fire Protection Occupational Series.
- 2.1 DFRS employees qualified to drive emergency vehicles.
- 2.2  This policy was developed in cooperation with International Association of Firefighters Local 1664.

**DEFINITIONS**

- 3.0 Driver - Employee qualified to drive and/or operate emergency vehicles. May also be referred to as an operator.
- 3.1 Emergency Response Driving ("Responding") - Proceeding to an incident after dispatch by the ECC, or after notifying ECC, using audible and visual emergency warning devices.
- 3.2 Routine Driving - Proceeding through traffic, obeying all posted speed and traffic devices, without using audible and visual emergency warning devices. "Routine Driving" is the response mode for routine service calls.
- 3.3 Supervisor - The unit officer, station officer or other person responsible for overseeing employees.



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*[Signature]*

## POLICY

- 4.0 The Department of Fire and Rescue Services will provide standardized rules and regulations to increase safety and reduce injuries and property damage while operating emergency vehicles.
- 4.1 Drivers and officers must not drive or knowingly permit a vehicle to be driven in an unsafe manner.
- 4.2 Apparatus must be operated in accordance with all traffic regulations when not responding to an emergency incident.
- 4.3 Drivers must operate vehicles in a courteous and professional manner at all times with regard for the best interest of the public and the fire and rescue service.
- 4.4 Personnel not confident in operating vehicles should request additional training or practice.
- 4.5 Drivers must not knowingly drive and/or operate a vehicle with mechanical defects that could affect the safety of its operation. Supervisors must be notified immediately when drivers determine a vehicle is unsafe to drive. Conflict between the driver and supervisor regarding the safety of the vehicle must be referred to the on-duty shift captain. The on-duty shift captain has the final determination and may order the driver to drive the vehicle.
- 4.6 All DFRS personnel must possess a valid motor vehicle operator's license of appropriate class to drive emergency vehicles.
- 4.7 Any employee whose license has been changed, revoked, suspended or otherwise disqualified must immediately notify his/her supervisor and refrain from operating motor vehicles.
- 4.8 Employees must notify their supervisor immediately of a conviction for any moving violation.





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*[Signature]*

- 4.9 Any employee who is suffering from a physical condition or taking medication that would adversely affect his/her ability to safely operate a motor vehicle must notify a supervisor immediately and refrain from driving. The Supervisor must evaluate the employee's fitness for duty and take action as needed. (See Policy #809, Substance Abuse Testing and Rehabilitation.)
- 4.10 Vehicle operators must exercise the principles of defensive driving at all times.
- 4.11 Provisions of this policy do not relieve vehicle drivers from exercising due caution for the safety of all persons.
- 4.12 Provisions of this policy do not protect drivers from the consequences of a reckless disregard for the safety of others.

## **RESPONSIBILITIES**

5.0 DFRS drivers are responsible for:

- a. safe vehicle operation at all times;
- b. striving to eliminate their own driving errors and making allowances for the lack of skill or improper driving actions of other drivers;
- c. adjusting their own driving to compensate for unusual weather, road and traffic conditions, and to avoid being led into an accident by the unsafe actions of pedestrians or other drivers;
- d. being alert to accident-producing situations; recognizing the need for preventive action in advance; and taking the necessary precautions to prevent accidents by knowing when to slow down, stop, or yield the right of way to avoid involvement;
- e. complying with all procedures set forth in this policy;
- f. obeying all applicable traffic and motor vehicle laws of the State of Maryland; and



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g. operating their vehicle, and are accountable for their actions.

5.1 The unit officer is responsible for ensuring that the vehicle is operated in a safe manner and in accordance with all applicable laws, ordinances and regulations.

5.2 All supervisors are responsible to see that these procedures are followed and that personal safety is assured by proper training and supervision.

#### PROCEDURE

6.0 Drivers must reduce the speed of the vehicle at all intersections to negotiate a full stop when the intersection cannot be safely entered. The vehicle must be under complete control and driven at such a speed that it can be safely stopped to avoid an accident should another vehicle enter the intersection. Emergency vehicle drivers must anticipate the need to yield to any vehicle already in any part of the intersection when responding against the red light. Emergency vehicle drivers must realize that they may be required to yield the "right-of-way" to the other driver to avoid a collision.

6.1 Operators must strive to maintain a minimum safe following interval of at least three seconds between units at all times.

6.2 Operators must never drive at night at a speed greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

6.3 Pedestrians must always be given the right of way.

6.4 Vehicle operators must drive in a manner to accommodate the unpredictable of other drivers.

6.5 All DFRS drivers must be aware of clearances and vehicle height. Tight clearance situations must be avoided whenever possible. When tight clearance situations are encountered, the officer must dismount and guide the driver.



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6.6 To avoid contact with overhead doors, vehicle operators must never:

- a. move the vehicle into an overhead door opening when the door is still moving up or down;
- b. stop or park a vehicle in an overhead door opening;
- c. activate an overhead door when a vehicle is in the door opening; and
- d. activate an overhead door from any position which precludes full view of the vehicle and the door either by the activating party or an observer.

6.7 Vehicle operators must be aware of the height, weight and ground clearance limitations for their vehicles.

6.8 Vehicles may be parked in fire lanes or other unconventional spaces during emergency incidents or during fire prevention activities when other spaces are not available. Designated parking spaces must be used at all other times. Designated parking spaces should be vacated as soon as possible.

6.9 Emergency vehicles emerging from an alley, driveway or building must stop immediately prior to driving onto a sidewalk or roadway and must yield the right-of-way to pedestrians and other vehicles.

6.10 Drivers must back their vehicles safely. The unit officer must dismount to the rear of the apparatus to provide backing direction. The officer must be positioned at the rear of the apparatus on the driver's side and establish visual contact with the driver. If eye contact is lost between driver and officer, the driver must stop until eye contact is re-established. The officer may direct an additional person to assist and guide the driver from a second position. The use of operator's aids does not relieve the driver of responsibility for safe vehicle operation.



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- 6.11 If the driver is alone, he/she should obtain backing assistance. If no assistance is available, the driver must dismount and check around the entire vehicle to ensure that the vehicle can be backed in a safe manner ("circle check").
- 6.12 Ambulances and medic units backing up at hospitals must use backup personnel when possible. If backup personnel are not available, the driver must use extreme caution when backing the unit, following the instructions outlined in 6.11.
- 6.13 All vehicles except automobiles, command units, and brush trucks must follow the back-up procedures outlined in 6.10-6.12 unless backup personnel are available.
- 6.14 Standardized hand signals must be used by back-up personnel. See Attachment 8.0.
- 6.15 No emergency vehicle shall pass another emergency vehicle responding to an incident, unless advised to do so by the lead unit.
- 6.16 Emergency vehicle drivers must not pass a stopped school bus that is discharging or pickup up passengers, or has its warning lights displayed, unless cleared to do so via eye contact and/or other visual signal with the driver of the school bus.
- 6.17 During emergency response and non-emergency travel, vehicles must come to a complete stop at all unguarded railroad grade crossings. Drivers must assure that it is safe to proceed before crossing tracks. This same caution must be exercised when approaching and crossing guarded railroad crossings.
- 6.18 Under emergency response driving conditions, drivers must allow sufficient distance between units based on road conditions, traffic, etc. When following an emergency vehicle, drivers must be aware that motorists may pull into their paths after yielding the right-of-way to a leading emergency vehicle.
- 6.19 During emergency response driving, drivers may exceed the posted speed limits, proceed against traffic control devices and the indicated direction of travel:



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- a. when exercising extreme caution and ensuring that the safety of all persons and property are not endangered; and
  - b. when the weather and visibility provide an adequate field of view, especially at intersections.
- 6.20 Drivers must be aware of the running routes of units responding to an incident and be alert for other units that responding.
- 6.21 Drivers must be aware of areas that require special consideration, such as dips, hills, high traffic flow, and intersections. Consideration should be given to alternate routes of travel.
- 6.22 Drivers must slow down well in advance of approaching the scene of an incident. This allows for size up and evaluation of the unit's positioning.
- 6.23 Personnel are not permitted to get on or off moving apparatus. Drivers and unit officers must ensure that all personnel are seated and/or properly restrained before the apparatus begins to move. Personnel may not ride any back step on fire apparatus except as outlined in FRC Executive Regulation 26-03, "Safety While on Apparatus."
- 6.24 Headlights must be used during emergency response driving and whenever windshield wipers are in operation.
- 6.25 When a vehicle is driven using chains, traction bars or similar devices, the maximum speed must not exceed 35 mph.
- a. When a vehicle is in motion with chains on, the cab windows are to be open at least 3".
  - b. Personnel who notice that chains have broken must notify the driver immediately. When a vehicle is on the air and not responding to an incident and a chain breaks, the driver must pull to the side of the road and temporarily repair or remove the chain. In addition, flashers, emergency warning lights and traffic cones or flares must be used.



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c. When a chain breaks while a vehicle is responding to an incident, the vehicle must be stopped and ECC notified that the apparatus has broken a chain. The crew will attempt to repair the break, continue to the incident, and notify ECC of their continued response.

6.26 Wheel chocks, when provided, must be used whenever the apparatus is parked anywhere other than inside the station. Ambulances, medic units, utility vehicles, brush trucks and cars may use parking brakes rather than wheel chocks. On slopes and hills, the wheels of a parked vehicle must be turned toward the curb.

6.27 During the daily apparatus check, drivers must ensure that all tools, appliances, equipment, hose, blind caps, compartment doors, passenger doors and cargo are secured to prevent accidents, injuries, or loss while the unit is in motion.

6.28 Operators should perform tests of visual and audible emergency warning devices in a manner that avoids confusing passing traffic. (e.g. Test emergency warning lights with apparatus bay doors down, test audible emergency warning devices without warning lights on and sound devices as briefly as possible).

## CANCELLATION

7.0 Policy #808, dated 12/04/91 is cancelled.

## ATTACHMENT

8.0 Standardized hand signals

a:sevo

STOP



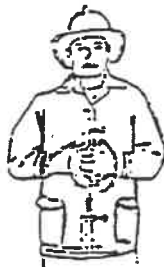
Hold hands to the side, shoulder high, exposing palms to driver. At night, hold hands in the same manner, with the addition of a flashlight in one hand, shining at the driver. This will indicate an immediate STOP.

RIGHT OR LEFT

Point in the desired direction with one hand and motion in a circular "Come On" gesture with the other at chest level. At night, direct a flashlight beam at the hand pointing in the desired direction.



AHEAD OR BACK UP



Hold hands directly in front, chest high, fingers on hands directed toward one another, and motion in a circular "Come On" gesture. At night, hold a flashlight in one hand and direct the beam toward the other.



DIMINISHING CLEARANCE

Hold the hands to one side of the body indicating the approximate amount of distance the apparatus is from the obstacle. Close hands accordingly as the driver slowly maneuvers his apparatus toward same. Close hands as the distance narrows to a point where the signalman indicates immediate STOP. Always allow enough for driver's reaction time. At night, indicate in the same manner with a flashlight in the upper hand and beam directed at the palm of the other. On STOP, cover the flashlight beam with the hands.







DIVISION OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

## DIRECTIVE

NUMBER: 04-16

August 3, 2004

TO: All DFRS Personnel

FROM: Chief Tom Carr 

SUBJECT: Safe Driving Action Plan

As all of you are aware, MCFRS continues to experience serious vehicle incidents. Despite Pro-Active Driver Training and a strong emphasis on safe driving we continue to narrowly avoid catastrophes. The most recent was the rollover of Aerial Tower 8.

Nationwide, more firefighters died last year as a result of collisions than they did fighting fire. The only cause of firefighter deaths greater than driving was cardiovascular disease (this too should be a cause for alarm, hence the Wellness/Fitness Initiative). Earlier this month we nearly contributed to the above statistics, and for what? We must break this deadly chain. Enough is enough. In spite of our efforts over the past several years to reduce the collision rate - we have failed.

In addition to the risks to our own personnel, we must consider the impact of these incidents on our community. Not only is there a risk to the other people involved in these collisions, but we must also assure that our units arrive on the scene to mitigate the original emergency. In the case of the AT8 rollover, the first due engine, the ambulance, and the Battalion Chief, all responding behind AT8, were significantly delayed in arriving on the scene of a working fire.

I must provide leadership and expectations, as well as accept responsibility for the consequences. I have done this as outlined below. I expect every officer and crew member to do the same. I will support you with resources and I will hold you accountable for your actions.

This plan has been developed with tremendous input and interaction from you. We have considered all that you provided and included much of the input. No one will like every aspect of this action plan. Some parts will impact personnel differently. There is no magic pill that will change our culture painlessly. I expect everyone to abide by every part of this action plan. As we proceed over the next six months we will adjust the plan by Directive as necessary.

The following is a 25 point Safe Driving Action Plan to immediately address this situation. This is an urgent six month action plan which will allow us to evaluate and adjust as our experience indicates appropriate.

- As stated in Policy 808, drivers must continue to show due regard for traffic, road and weather conditions, visibility, and any other factor effecting driving conditions. While responding, DFRS drivers will not be permitted to exceed the posted speed limit by more than 15 miles per hour under any circumstances.
- Officers and personnel riding the officer position have, and should utilize, "Stop Driving Authority" which mandates immediate removal of any driver from the driving position for issues including, but not limited to: reckless or negligent driving behavior; disobeying traffic signals; ignoring pedestrians in crosswalks, or school bus warning devices; driving too fast for road, traffic or weather conditions; failure to ensure all vehicle occupants are wearing seat belts; failure to stop for railroad crossings; failure to drive with both hands on the steering wheel; failure to wear prescriptive lenses; failing to control speed so that the vehicle can be stopped, if necessary, at any intersection; failure to back a vehicle with an available spotter; failure to yield; failure to maintain a vehicle in marked lanes; other violations of motor vehicle laws or standard operating procedure; or any other action which places the unit, personnel or community at undue risk. This authority includes, but is not limited to: ordering the unit stopped while responding to a call; requesting a replacement unit for the call; removal of the driver and replacement with another qualified driver; or proceeding in a routine mode to the call and advising ECC of such. Officers will document such actions in writing and forward the documentation to the Safety Office.
- Continue the "zero tolerance" of seat belt violations (with consideration of patient care requirements). I expect the driver and officer to assure that every crew member is seated and belted before the unit moves regardless of the call type!
- By September 01, 2004 Designated Drivers, as well as two back-up drivers, will be established for each piece of heavy apparatus on each shift. The designated driver will drive their specific unit at all times unless he/she is off at which time one of the back-up drivers will be moved up. Designated drivers will provide us with better familiarity in the areas of apparatus handling and maintenance, driving skills, area knowledge, and scene operations.
- Develop an Approved Driver List, maintained by the Safety Office, which will identify personnel allowed to drive under the department's insurance policy. The Approved Driver list is different from the Designated Driver list.
- Starting in September, all primary designated drivers will be sent (on OTP) to an 8 hour driving class specific to the type and breed of apparatus to which they have been assigned. Primary drivers are expected to pass along what they have learned to the back-up drivers. This program will include a second mandatory 8 hour component to be presented in January, 2005.

- Unit officers who have arrived on the scene of an incident, made an assessment, and believe that the incident is not complex (minor vehicle collisions, single family or other small structures with "nothing evident", etc) should consider having all other incoming units proceed routine.
- On full assignments and local alarms unit responsibility is determined by order of dispatch – not order of arrival. Units will take their assigned positions and responsibilities regardless of unit arrivals except in the direst circumstances. Such deviations from dispatched position and responsibility must be communicated by radio.
- We will continue to hold officers fully responsible for the actions of their drivers. No excuses!
- Effective September 01 all driver checkouts by the PSTA (currently Captain Bartlett) will be suspended. Driver training in the stations will stop as well with consideration given to personnel who posses Learner's Permits or have already scheduled tests. Drivers eligible for checkout and FFIII promotion will be tested after January, 2005 and will promoted retroactively (with back pay). This will allow Captain Williamson and Captain Bartlett to devote full time effort to development and implementation of the full driver training and recertification program.
- We will begin a regional community education and awareness program as designed by F3P Deb Farkas titled "See me, Hear me, Clear for me" to educate citizens on the proper way to clear for our units.
- Critical safety messages and reminders will be transmitted over the radio and to the MDCs for display on the monitors.
- A designated group of chief officers will begin making unannounced station inspections that will focus on apparatus readiness and driving related issues.
- The Driver Observation program will be further developed, implemented and institutionalized.
- Current Policy 808, Safe Emergency Vehicle Operation will be reviewed and revised as appropriate.
- Adjust EMS responses.
  - Enforce routine patient transport according to the EMS Operations Manual, Section III "Patient Transport".
  - Alpha calls: one unit only.
  - Bravo calls: two units only – one BLS and one 1<sup>st</sup> responder.
  - Charlie calls: three units – one BLS, one ALS, one 1<sup>st</sup> responder.

- Charlie calls: If the two closest Medic units are unavailable then one BLS and one AFRA will be dispatched with the AFRA upgrading the BLS unit if needed.
  - Delta and Echo calls will remain the same.
- Effective July 26, 2004 the Rescue Squad Study response recommendations were implemented which, among other actions, reduced rescue squad responses.

In addition to these immediate actions the department will implement the following initiatives:

- Improve incentives for demonstrated safe driving.
- Expand the Pumps and Aerial Ops classes.
- Include the concept of Crew Resource Management in EMT/B recertification training.
- Develop an EVOC II class.
- FRC implementation of a service wide random drug testing policy.
- Explore new apparatus technologies such as seat belt alarms, vehicle data recorders, video recorders and air bag technologies.
- Push apparatus manufacturers and vendors to be responsive to our safety needs and leverage this demand at the national level.
- Develop, sponsor, and host a national forum on safe apparatus driving to exchange information and ideas.

Some of these measures are a significant change from the way we have done business. Personnel must understand that these measures are being taken to protect our own people by preventing disaster. Driving heavy apparatus is a privilege not a right. Each person who has been given that privilege has a responsibility to execute it in as safe a manner as humanly possible.

Some of you have asked about the application of this to volunteer personnel. First, we will take care of our own issues (you do most of the driving) and I have the authority to mandate our action plan. Second, the volunteer leadership recognizes the problem and has reacted to this plan in a very positive manner. I will work closely with them to make this a service wide plan.

I will continue to adjust this action plan as appropriate over the next six months. Your input remains valuable and I encourage you to continue providing suggestions and feedback.

